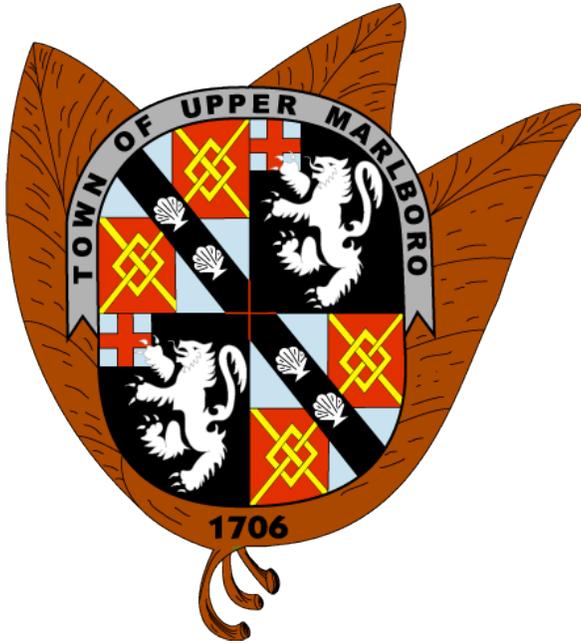


*Thank you for joining! Please place your phones on MUTE until public comment!*



# *Virtual April* Town Meeting

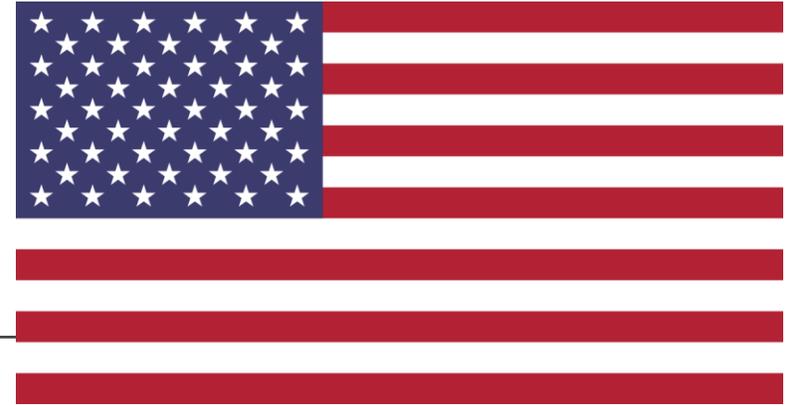
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TUESDAY APRIL 14TH, 2020

7:00 PM

# Agenda

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- Roll Call
- Pledge of Allegiance
- Consent to the Agenda
- Approval of the March 10, 2020 Regular Town Meeting minutes
- Approval of the March 24, 2020 Board Work Session minutes
- Approval of the Treasurer's Report, as of March 31, 2020.

The Pledge of Allegiance  
*I pledge allegiance to the Flag of  
the United States of America, and  
to the Republic for which it stands,  
one Nation under God, indivisible,  
with liberty and justice for all.*

# Agenda

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- Department Reports — Finance, Public Safety, Public Works, and Clerk's Office
- Committee Reports — Historical, Events, Sustainable Communities, CERT, Fire.
- Commissioner Reports

# Treasurer's Report

**Narrative:** The month of March as we all know was rough to endure. We've experienced the lowest amount of revenue collected since acquiring the new parking meters with increased enforcement. Roughly a 30% lost in revenue. Other items that may not show now but will be affected in the months to come are earned income taxes, real estate taxes and state mandated revenues.

1. COVID-19 Expenses
2. Weathering the financial hardship
3. FY2021 Budget Schedule

## Town of Upper Marlboro Budget vs. Actuals July 2019 – March 2020

	Actual	Budget	% of Budget
<b>Revenue</b>			
Fines, Licenses, Permits	\$233,781.79	\$339,935.00	68%
Grants	\$33,978.15	\$550,829.00	6%
Intergovernmental	\$23,171.70	\$41,315.00	56%
Other Revenue	\$142,437.80	\$341,432.00	41%
Taxes	\$758,275.62	\$852,209.00	89%
<b>Total Revenue</b>	<b>\$1,191,645.06</b>	<b>\$2,125,720.00</b>	<b>56%</b>
<b>Expenses</b>			
General Government	\$838,966.19	\$1,186,517.00	70%
Public Safety	\$233,843.40	\$560,122.00	41%
Public Works	\$203,406.31	\$379,081.00	54%
<b>Total Expenses</b>	<b>\$1,158,500.18</b>	<b>\$2,125,720.00</b>	<b>54%</b>
<b>Committee Overview</b>			
Historical Committee	\$306.46	\$1,500.00	20%
CERT Team	\$238.45	\$1,500.00	16%
Events Committee	\$5,974.84	\$12,500.00	48%

## Town of Upper Marlboro Profit & Loss March 2020

<b>REVENUE</b>	
FINES, LICENSES, PERMITS	\$22,059.53
GRANTS	\$0.00
INTERGOVERNMENTAL	\$7,842.67
OTHER REVENUE	\$2.78
TAXES	\$4,265.69
<b>TOTAL REVENUE</b>	<b>\$34,170.67</b>
<b>EXPENSES</b>	
GENERAL GOVERNMENT	\$50,514.46
PUBLIC SAFETY	\$41,764.95
PUBLIC WORKS	\$21,254.96
<b>TOTAL EXPENSES</b>	<b>\$113,534.37</b>

<b>Total Cash on Hand and in Banks</b>	<b>\$ 674,581.98</b>
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# Public Safety Report



- The new Police SUVs were equipped with lights and striping.
- Chief Burse participated in several conference calls with the Prince George's Chiefs Association discussing the COVID-19 virus.
- Chief Burse, Sgt. Irby, and Cpl. de Barros assisted the County Police with the arrest of a suspect wanted for attempted murder.
- Chief Burse participated in several conference calls with the County Office of Emergency Management about COVID-19.
- Chief Burse, Sgt. Irby, Cpl. De Barros, and Code Officer Stewart passed out flyers related to the COVID-19 to Town residents.
- Chief Burse participated in several conference calls with Maryland State Police and the Governor's Office about COVID-19.
- Chief Burse, Sgt. Irby and Cpl. deBarros conducted high visibility patrols during the Stay at Home Order.
- Chief Burse was trained on a new computer reporting system mandated by the State of Maryland and Federal Bureau of Investigation.

## Incidents Reported in Town:

Warrant Service 1	Unknown Trouble 1	Suspicious Person 2
House Alarm 1	Business Alarm 1	Accident Report 1
Fraud Report 1		

## Last Month Incidents:

Suspicious Vehicle 2	Found Property 1	House Alarm 1
Business Alarm 1	Check on Welfare 1	Hit & Run Accident 1
Disorderly Person 1		



# Public Works Report

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- ❑ **Capital Improvements** -Public Works Superintendent ed site visits for electricians for TH miscellaneous issues. PPE Items for staff were administered. The March MML-PWA joint meeting in Gaithersburg was cancelled amid COVID-19 social distancing concerns. Cleaning crew was moved to a once per week schedule to offset the cost increase of deep cleaning and disinfecting.
- ❑ **Maintenance and Beautification** – Town properties were aerated, seeded, and placed on a two-week cut interval to allow seeds to germinate and take root. Red stars and variegated liriopce were planted, and mulching began at TH. One downed tree was removed from backlot butting up Spring Branch.
- ❑ **Street and Sidewalk Repairs** – A boom lift was rented to allow crew to install a solar powered LED streetlight on the residential portion of Old Mill Rd to address lighting issues. Herbicide was taken out of storage and mixed in preparation for sidewalk treatments, which will take place when we have a stretch without rain.
- ❑ **Trainings** – PW team was familiarized with COVID-19 symptoms and urged to stay home should they display any of those symptoms. Crew was also trained on daily disinfecting procedures of vehicles and office area. Social distancing is applied whenever applicable.
- ❑ **Refuse Accumulations** – Bulk day accumulations for solid wastes (Landfill) are: 12.84 tons. Bulk day accumulations for yard waste collections are: 4.77 tons.

# Events Committee Report

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- ❑ Due to current circumstances, Marlboro Day will be cancelled. It will return in Spring 2021.
- ❑ We're planning to continue our summer movie series beginning on Saturday, June 27th.
- ❑ With social distancing possibly remaining an issue, we're currently planning to do our movie nights as drive-in movie events.
- ❑ We've gotten multiple quotes for a community shred event which have been sent to Town administration.
- ❑ Trunk or Treat on Main Street is currently planned for Halloween, Saturday, October 31st.
- ❑ We meet on the first Thursday of each month (currently remotely) and welcome new volunteers and participants.

# Historical Committee Report

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- ❑ March and April Archive Sessions cancelled
- ❑ April 4, 1870 -- Town's 150th anniversary of incorporation
- ❑ April 18th History of Education cancelled
- ❑ May Quarterly will be held via teleconference
- ❑ June Archive Session -- TBD
- ❑ June -- Memories and Morsels on Main Street has been postponed indefinitely
- ❑ Purchased Walking Tours -- Have not picked them up

# Sustainable Communities Report

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- Facade Improvement Plan Update
- Town of Upper Marlboro Sustainable Communities Designation
- Eligible Grant Applications

# Other Committee Reports

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CERT Team

Marlboro Volunteer Fire Department

# Commissioner Reports

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- Commissioner Kai Bernal-LeClaire
- Commissioner Wanda Leonard
- President Linda Pennoyer

# Business Agenda

*Public comment will be taken prior to Business line items (2 minutes per item)*

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- ❑ Ordinance 2020-03: Personnel System Standards (Board vote)
- ❑ Resolution 2020-09: Main Street Maryland Affiliate (Board vote)
- ❑ MD Manager Circuit Rider Program Support (Board approval)
- ❑ Resolution 2020-10 Media Relations/ and RFP #UM 2020-01 Award (Board vote)
- ❑ Resolution 2020-11 Town Solar Installation/ and RFP #UM 2020-03 Award (Board vote)
- ❑ FY2021 Budget Process (Board discussion)
- ❑ Town response to COVID-19 (Board discussion)

# Agenda Item: Ord 2020-03

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- ❑ Ordinance 2020-03: Personnel System Standards
- ❑ AN ORDINANCE TO ESTABLISH A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, STANDARDS AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.
- ❑ Introduced at March 10<sup>th</sup> Town Meeting.

# Agenda Item: Res 2020-09

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- ❑ Resolution 2020-09: Main Street Maryland Affiliate
- ❑ A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AUTHORIZE PARTICIPATION IN THE MAIN STREET MARYLAND AFFILIATE PROGRAM.
- ❑ Main Street Maryland is a comprehensive downtown revitalization program created in 1998 by the Maryland Department of Housing and Community Development.
- ❑ Resolution would allow the Town to complete and submit an application to join the Main Street Maryland Program as an affiliate.
- ❑ Town currently does not qualify to be a full Main Street Community due to the 1,000-population requirement.

# Agenda Item: Circuit Rider Program

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- ❑ The Maryland Town Manager Circuit Rider Program assists small town and city governments with building their administrative capacity. The program provides grants to hire professional staff to work as a “circuit rider” to multiple towns assisting with specific municipal functions and activities.
- ❑ Small municipalities with populations of 5,000 or less are eligible.
- ❑ Town looking to partner with the Town of Morningside to share a grant manager.
- ❑ Board would have to pass a formal Resolution of support at a future meeting for the full application.

# Agenda Item: Res 2020-10

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- ❑ Resolution 2020-10: Media Relations Contract Approval
- ❑ A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO RENEWING A CONTRACT WITH FELDMANN COMMUNICATIONS STRATEGIES, LLC TO CONTINUE TO SERVE AS THE TOWN'S MEDIA RELATIONS FIRM CONTRACT.
- ❑ Town released an RFP for at least 15 days and received only one submission.

# Agenda Item: Res 2020-11

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- ❑ Resolution 2020-10: Town Hall Solar Panel Installation
- ❑ A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT TO INSTALL SOLAR PANELS ON THE ROOF OF TOWN HALL.
- ❑ Town released an RFP for at least 15 days and received 5 submissions.

<b>Firm</b>	<b>System Size</b>	<b>Production</b>	<b>Price</b>	<b>Notes</b>
<b>Power Factor</b>	9.63KW	12,000KW/yr	\$19,000	
<b>Altenergy</b>	8.47KW	10,642KW/yr	\$23,500	Also includes educational kiosk
<b>Puresolar</b>	19.88kw	23,796KW/yr	N/A	Advised \$24,000 budget not competitive
<b>KW Solar</b>	9.60kw	12,731KW/yr	\$24,000	
<b>Keystone Power</b>				Project was too small for their firm.

# Agenda Item: FY2021 Budget Process

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- ❑ Board & Staff discussed projected revenue for the FY21 Budget at the March Worksession.
- ❑ Director of Finance met with Public Works & Police regarding their budget requests.
- ❑ Staff will present a draft FY21 Budget for the Board to review at April Worksession.
- ❑ FY21 Budget and Ordinance will be introduced at the May Town Meeting, open for Public Comment.
- ❑ Budget to be passed at the June Town Meeting.

# Agenda Item: COVID-19

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- ❑ Emergency Ordinance 2020-04 Emergency Operations was introduced and passed at March Board Worksession. Allowed the President to declare a local State of Emergency. Proclamation issued on 3/25/20
- ❑ Town Staff have a sufficient Protective Equipment for Police & Public Works for the time being, working to locate and order additional PPE and cleaning supplies.
- ❑ Working closely with County & State to get information out to residents. Weekly conference calls.
- ❑ Town website and Social Media has valuable information
- ❑ Town Hall staff working in “remote mode” with staff able to work fully from home. Call 301-627-6905 or email [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov) for Town Staff assistance
- ❑ Call 301-352-1200 (Non-Emergency) or 911 (Emergency) for Town & County Police assistance.
- ❑ Waiting on equipment to be delivered to establish self-health-screening stations at Town Hall & Public Works for essential staff to screen themselves prior to entering the workplace.

# Agenda Item: Administrative Updates

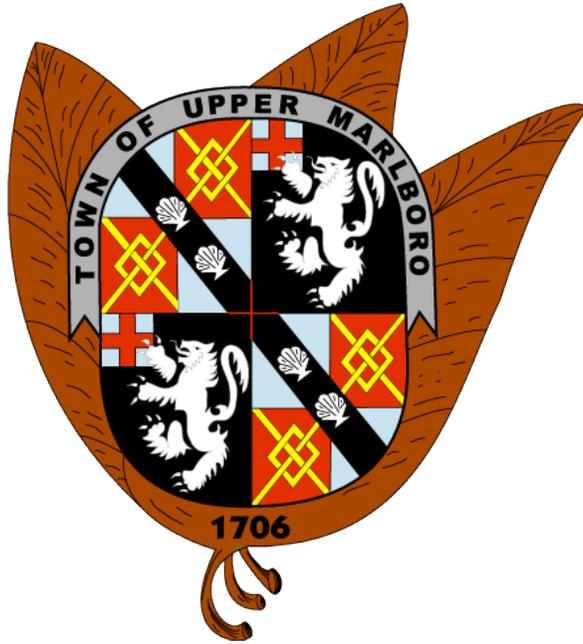
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- Legislation, Projects and Initiatives
- General Commissioner & Staff items

# GENERAL PUBLIC COMMENT

3min per resident limit

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Thank you for  
joining us!

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